



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 45-22

Posting Period: From 05/11/2022 to 06/11/2022

If you have previously applied to this posting, you do not need to reapply.

Title: Inventory Control Specialist 2

Salary: (A14) \$41,698.65 to \$58,486.62

Number of Vacancies: 1

Workweek: 40

Work Location: 101 Eggerts Crossing Road,
Lawrenceville, NJ 08648

Program: Construction and facilities Management Office

Scope of Eligibility: Application will be accepted from all New Jersey Department of Military and Veterans Affairs employees and outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

Appointment to this may be made provisionally, pending the outcome of an open competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass, and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal.

Job Description: Under the supervision of a supervisory official, assists in the review and analysis of all inventory systems, surveys document flow and control, and on inventory systems and practices; does other related work duties as required.

Per Executive Order 253, all State employees were required to be vaccinated by October 18, 2021 or undergo weekly testing. Please do not submit your vaccine card at this time.

Civil Service Commission Requirements

Experience: Three (3) years of experience in implementing an inventory control system, including processing, storing, shipping, and receiving, and documentation.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.